



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DIRECTOR, OCCUPATIONAL AND CONTINUING EDUCATION	41	A	5.202
ASSISTANT DIRECTOR, OCCUPATIONAL AND CONTINUING EDUCATION	40	A	5.203

SERIES CONCEPT

Directs an Occupational and Continuing Education Branch and provides statewide assistance to school districts and business and industry representatives by providing leadership and direction in the development, promotion, and implementation of federal and state programs for occupational, technical and adult education.

Develops and implements an annual branch activity/work plan to provide direction to the branch and accomplish the goals and objectives of the agency. This is accomplished by identifying the needs of students, adults, and employers in the State and resources available to provide appropriate occupational and adult education services which are responsive to the labor market; recommending modifications to existing occupational and adult education programs and facilitating the development of new programs; identifying staff strengths and limitations and assigning branch activities accordingly.

Maintains knowledge of issues, laws, and regulations relating to occupational and adult education in order to gain a broad base of information relative to issues in these areas and education law by: meeting with school administrators, local and state elected officials, teachers, university staff, legislators, and groups who represent business and industry; reviewing educational journals and research findings; reading and analyzing federal and state laws and regulations; participating in regional and national meetings and conferences. This knowledge is communicated to educators and interested groups as well as to agency management in order to assist the agency, state board of education, legislature, and other decision makers in the development of goals and objectives for providing appropriate occupational and adult education services in the State.

Provides leadership in occupational and adult education on a state and national level through attendance and participation in local, state, regional, and national meetings; preparing and delivering testimony to the public, legislators, and others; projecting future requirements; organizing and facilitating meetings, workshops, and conferences to disseminate information on current and future issues, laws, regulations, and branch goals and objectives and accomplishments.

Directs and participates in the development of courses of study for occupational education programs which will provide students guidance, direction and instruction in the skills necessary for employment and continued education and training. This is accomplished through obtaining input, information and/or model programs from representatives of business and industry, universities, colleges and school districts, and other agency staff; developing a course of study which includes curriculum guidelines and delineates program objectives in terms of student competencies; developing budget recommendations for implementation; conducting public hearings to obtain comments; supporting the recommended course of study before the State Board of Education and legislative committees.

Determines approval or denial of occupational and adult education projects submitted by local districts and colleges which includes reviewing the completed applications and the recommendations of the review committee, consulting with the state superintendent, and establishing funding levels for approved projects.

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SERIES CONCEPT (cont.)

Supervises the administration of approved grant projects to ensure compliance with federal and state laws and regulations and state priorities through review of project activities and expenditures; approving or denying proposed program modifications; approving all branch monitoring activities, including the development, delivery and approval of final reports.

Develops, justifies and monitors branch budget by reviewing past expenditures, assessing future requirements and priorities, justifying budget recommendation to agency administration and the legislature if necessary; monitoring expenditures in accordance with approved budget.

CLASS CONCEPTS

DIRECTOR, OCCUPATIONAL AND CONTINUING EDUCATION

Under general direction of the Deputy Superintendent, the Director plans, organizes and directs the Occupational and Continuing Education Branch. The incumbent performs the range of duties described in the series concept and has full administrative and supervisory responsibility for the entire branch.

ASSISTANT DIRECTOR, OCCUPATIONAL AND CONTINUING EDUCATION

Under general supervision of the Director, Occupational and Continuing Education, assists the Director in the administration of the branch. The Assistant Director coordinates, directs and reviews the work of branch staff; provides training to staff; participates in the development of the annual work plan and budget, assists in revising policy and procedure and performs some of the work described in the class entitled Occupational and Continuing Education Consultant.

MINIMUM QUALIFICATIONS

DIRECTOR, OCCUPATIONAL AND CONTINUING EDUCATION

EDUCATION AND EXPERIENCE:

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Graduation from an accredited college or university with a Master's degree in education or closely related field and three years of relevant administrative experience which included directing, administering or supervising a related program at the secondary or postsecondary levels plus three years of professional experience teaching or in a professional specialty from which the applicant demonstrates possession of entry level knowledge, skills and abilities; OR

II

Three years of experience as an Education Consultant.

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MINIMUM QUALIFICATIONS (cont.)

LICENSE:

Possession of a conditional license to teach in Nevada is required at the time of appointment. Employees must maintain license for continuing employment in this class.

OR

Possession of other appropriate credential in an appropriate area of employment. Maintenance of such credential is required for continuing employment.

FINGERPRINT: The selected candidate may be required to submit fingerprint cards and release forms to access information on matters relating to criminal activities involving children. The hiring agency is NOT responsible for payment of administrative and/or processing fees.

TRAVEL: Required to travel to metropolitan, rural and remote locations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Working knowledge of department policies and procedures. Working knowledge of state regulations related to occupational education. Working knowledge of state administrative rules and regulations sufficient to perform fiscal management, personnel, and other functions associated with management of a branch. General knowledge of general and state principles and practices of budgeting, accounting, and purchasing.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to negotiate, exchange ideas, opinions and information; arrive jointly or independently at decisions, conclusions or solutions; and assume responsibility for final decisions and resulting effects. Ability to apply the principles and practices of effective management and supervision. Ability to establish objectives and goals for a branch and plan, organize, and manage programs and motivate staff to accomplish these objectives. Ability to effectively develop and promote ideas and programs based on vision of the needs of the future and an understanding of what currently exists.

In addition, all knowledge, skills and abilities required at the lower level of the series.

ASSISTANT DIRECTOR, OCCUPATIONAL AND CONTINUING EDUCATION

EDUCATION AND EXPERIENCE:

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Graduation from an accredited college or university with a Master's degree in education or closely related field and two years of relevant administrative experience and three years of teaching experience at the secondary level or above or three years experience in a professional specialty from which the applicant demonstrates possession of the entry level knowledge, skills and abilities; OR

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MINIMUM QUALIFICATIONS (cont.)

EDUCATION AND EXPERIENCE: (cont.)

II

Two years as an Education Consultant.

LICENSE:

Possession of a conditional license to teach in Nevada is required at the time of appointment. Employees must maintain license for continuing employment in this class.

OR

Possession of other appropriate credential in an appropriate area of employment. Maintenance of such credential is required for continuing employment.

FINGERPRINT: The selected candidate may be required to submit fingerprint cards and release forms to access information on matters relating to criminal activities involving children. The hiring agency is NOT responsible for payment of administrative and/or processing fees.

TRAVEL: Required to travel to metropolitan, rural and remote locations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

General knowledge of the principles and practices of management and supervision.

Ability to defend decisions in response to appeals regarding grants and regulation interpretation. Ability to establish and manage accounting and information systems to monitor branch activities and subgrantees' obligations and expenditures.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of laws related to education equity. Working knowledge of education systems, procedures and methods. Working knowledge of grant programs and related requirements and fiscal procedures. General knowledge of generally accepted accounting practices. Working knowledge of federal laws and regulations applicable to occupational and adult education including the Carl Perkins Vocational Act of 1984, as amended, Adult Education Act, and Job Training Partnership Act. Working knowledge of research techniques for developing information and seeking resource materials for project development. Working knowledge of where to go within an organization for needed information and assistance. Working knowledge of a specific field of occupational/continuing education.

Ability to give presentations, workshops and conferences to small or large groups to provide information, coordinate discussion and motivate others to action. Ability to read, interpret, and analyze grant applications, budget cards, budget revisions and other material relevant to budget assistance. Ability to gather, interpret, and disseminate data on educational systems to include enrollments, teacher ratios, state and national labor trends, economics and employment demographics, and socio-economic indicators. Ability to establish and maintain cooperative

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MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

working relationships with co-workers and project staff in the school districts, university system, and other agencies. Ability to maintain equanimity in the face of resistance, indifference, or hostility to new ideas and innovative educational approaches. Ability to read and synthesize research information for application to a variety of program areas. Ability to utilize and demonstrate essential elements of effective communication and instruction. Ability to write and effectively communicate educational concepts, ideas, and interpretation of federal and state law and policy. Ability to interact diplomatically with others and mediate between contending parties or groups. Ability to work independently and identify more effective methods of work operation. Ability to analyze situations and problems and determine appropriate resolutions based on historical data, interpretation of rules and regulations and knowledge of the programs in operation.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>5.202</u>	<u>5.203</u>
ESTABLISHED:	6/20/78	7/1/91P 7/6/90PC
REVISED:	1/25/80	
REVISED:	10/17/86-3	
REVISED:	7/1/91P 7/6/90PC	